

69

DEPARTMENT OF THE AIR FORCE
UNITED STATES AIR FORCES IN EUROPE (USAFE)

MEMORANDUM FOR Survey Participants

14 Apr 98

FROM: 470th ABS/FMF
NATO Stop 24

SUBJECT: COLA Living Pattern Survey

IMPORTANCE: VERY HIGH!! THIS DIRECTLY AFFECTS YOUR PAYCHECK.

1. "NOT ANOTHER SURVEY!!" I know we sometimes feel we are being surveyed to death. But at the same time, surveys do help determine many things that directly affect our lives, in this case, our checkbook. You have been selected to complete a cost of living (COLA) living pattern survey (LPS). Please complete the entire survey and return to finance NLT 24 April.

2. Why complete the survey? First, the information gathered will be used by the per diem committee (they set our allowances) to create a new living pattern baseline which will determine exactly how much COLA we are paid. Second, this is a community effort. The information you supply not only benefits you, but your neighbors, co-workers, and friends who are counting on you to relay accurate information to the per diem committee. And finally, this is how you truly have a voice in making sure we are all getting paid correctly. Judging from comments received during the recent per diem committee visit, many people are frustrated with the cost of living at GK. Here is your chance to make it right.

3. How do I complete this survey? As accurately as possible. If you have family members, please solicit their help! I realize most people do not track every detail in their budget, but please try to be realistic with your information. The survey is mostly self-explanatory, but we have enclosed some tips for your use. We anticipate 100 per cent participation. If you have any trouble completing or understanding the survey and can't make it to one of the MBF help sessions, don't hesitate to call (x2239, 2218) or stop by finance and we will be glad to help you.

GREGORY L. JOHNSON, MSgt, USAF
Financial Services Officer

2 atch
1- Tips
2- Living Pattern Survey

TIPS FOR COMPLETING THE LIVING PATTERN SURVEY

DUE TO FINANCE NLT 24 APRIL

The following refers to the various sections in the Per Diem Committee's LPS:

GENERAL INFORMATION: 1. Post: Geilenkirchen, 2. Agency: USAF, 3-6. Self-explanatory

USE OF LOCAL RETAIL OUTLETS:

This section identifies **which retail outlets** are most commonly used. Keep in mind, if you only purchased an item twice in the past year, but used two different stores, you should list both stores.

-ALL categories **MUST** be annotated with the Name of Local Outlet and Local Address (We don't expect an exact address, but at least the city)

-Two local outlets must be listed for each category or state only one outlet used

-If you never purchase the item listed, please say so

-Do not list the commissary or BX/PX, we are looking for economy purchases

-You can list the various NATEX outlets if applicable

-For Hair Services, Domestic Help, and Day Care Center, you can annotate "Privately Hired" if you utilize someone not affiliated with a company or store

RELATIVE IMPORTANCE OF VARIOUS SOURCES OF SUPPLY:

Now that you have identified **where** you shop off base, we need to know **how much** you shop off base based on a percentage of total purchases. This includes the total amount of all off base shopping, not just how much you used the retail outlets listed in the previous section. This time you will annotate information about shopping on base as applicable. Don't forget those last minute dashes to your local markets for the 2-3 items you missed at the commissary.

-**All categories MUST be annotated**

-If you never purchase the item listed, enter "NA"

-If you purchased an item once in the past year and it was off base, enter 100% under the LOCAL MARKET column. If you purchased the item 3 times in the past year, 2 off base, 1 on base, enter 66% and so forth.

-In the past, many people put NA just because they felt their infrequent off base purchases were trivial. They are not. Please list them correctly.

-Definition of the columns:

--Local Market: Self-explanatory

--Military Comm/PX: Self-explanatory

--Supply Brought To Post: Items purchased prior to coming to GK in anticipation of needing these items during your tour (ie loading up on kids clothes)

--Subsequent Purchases (If used, must annotate sources in the next section below)

---US (incl catalogs/mail orders): Mail order, catalog, and Internet purchases

---Export Companies: Self-explanatory (rarely used)

--Other: Items purchased through families in the states (if used, please annotate typical postage costs below)

--Total: The entire row **MUST** add up to 100%.

The section that starts with "For items listed under 'Subsequent Purchases'....." relates to the chart you just completed. List the top four companies you deal with in relation to the Subsequent Purchases columns.

The bottom section of this page is optional.

RELATIVE USE OF COMMODITIES AND SERVICES:

-**Note that each column MUST add up to 100%.**

-All information is related to when you actually do buy the item/service listed. For instance, if you rarely eat out, but when you do it is always on the economy, you would put 100% across the Local Restaurant row for Breakfast, Lunch, and Dinner.

-Under question 3, do not use Post Facility. This is referring to an embassy facility. Only use Local Restaurant or Military Facility

SPECIAL ARRANGEMENTS: Self-explanatory

DESCRIBE BRIEFLY ANY UNUSUAL COST-OF-LIVING PROBLEMS FOR YOUR FAMILY.
USE ADDITIONAL SHEET IF NECESSARY:

-Please list any added costs not addressed in the rest of the survey. Be specific.

PLEASE ENSURE ALL ITEMS HAVE BEEN COMPLETED AND THEN DROP THE SURVEY OFF AT FINANCE OR USE DISTRIBUTION, STOP 24.

THANK YOU! FOR TAKING TIME TO COMPLETE THIS SURVEY. YOUR INFORMATION, COMBINED WITH OTHERS, WILL ENSURE WE ARE RECEIVING CORRECT COLA PAY.

**APPENDIX M - REPORTING PROCEDURES FOR
PER DIEM ALLOWANCES OUTSIDE CONUS**

LIVING PATTERN SURVEY CONTROL SHEET

Country: Japan

Locality/Station: Yokota Air Base

Date Survey Began: 13 - 17 Jan 97

Survey Coordinators: TSgt Cleophas Powell/SSgt Mark Schroedl

Number of eligible members: 3806

Number of Living Pattern Questionnaires distributed and returned:

<u>Pay Grade</u>	<u>DISTRIBUTED</u>	<u>RETURNED</u>
O-6 - O-10	2	0
O-5	5	5
O-4/W-4/W-5/O-3E	7	6
O-3/W-3/O-2E	26	15
O-2/W-2/O-1E/W-1	6	7
O-1	2	1
E-9	3	1
E-8	5	2
E-7	26	26
E-6	35	29
E-5	75	67
E-4	75	58
E-3	28	15
E-2	10	5
E-1	1	0
TOTAL	306	237

Cleophas C. Powell
CLEOPHAS POWELL, TSgt, USAF
Financial Analyst

14 Feb 97